

1 April 1997

Security



**LOST, ABANDONED, OR UNCLAIMED
PRIVATELY OWNED AND GOVERNMENT
PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the USAFA WWW site at: <http://www.usafa.af.mil>.

OPR: 10 SPS/SPOI (TSgt Eller)
Supersedes USAFAI 31-201, 21 November 1994.

Certified by: 10 SPS/SPOI (TSgt Eller)
Pages: 3
Distribution: F

Implements AFPD 31-2, *Law Enforcement*, DoD Manual 4160.21, *Defense Reutilization and Marketing Manual*, and 10 U.S.C. 2575. It establishes responsibilities and procedures for lost, abandoned, or unclaimed privately owned and government property found within the confines of the USAF Academy. It designates activities authorized to receive and dispose of such property and applies to all personnel assigned to the USAF Academy.

SUMMARY OF REVISIONS

Realigns the responsibilities of the activities who can receive and dispose of lost, abandoned, and unclaimed property (paragraph 2.); deletes the responsibility for the activity to generate monthly reports; re-designates the Board of Officers; and stipulates that property can only be disposed of after final approval from the Board of Officers (paragraph 3.7.).

1. General:	2
2. Responsibilities:	2
3. Procedures:	2

1. General:

1.1. Items which are identified as government owned or maintained, and for which no custodian can be determined, will be turned in to the Security Police Investigations Section (10 SPS/SPOI) through the Law Enforcement Desk. All attempts will be made to determine custodial responsibility. 10 SPS/SPOI will turn in government property to Base Supply in accordance with “found-on-base” procedures.

1.2. When privately owned property (e.g., personal effects, household goods, vehicles, etc.) which has been lost, abandoned, or left unclaimed, is found and is entered into USAF Academy custody, the provisions of DoD Manual 4160.21 apply in the disposition of the property.

1.3. Property found in the confines of the USAF Academy, which cannot be immediately returned to the owner, will be turned in to the appropriate agency property control officer (PCO) identified in paragraph 2.

1.4. These instructions do not preclude the prompt return of property which has been lost, misplaced, or inadvertently abandoned by residents, faculty, or visitors to the USAF Academy to the owner, through lost and found facilities (paragraph 2.3.). Property which cannot be returned to owners within a reasonable period of time will be disposed of in accordance with this instruction and DoD Manual 4160.21.

2. Responsibilities:

2.1. The Commandant of Cadets, (Commander, 34 Training Wing (34 TRW/CC)); Director, Athletics (HQ USAFA/AH); Commander, Security Police (10 SPS/CC); and Commander, Services (10 SVS/CC) will each appoint an individual by memorandum, hereafter identified as a PCO, who will be responsible for required actions in accordance with this instruction and DoD Manual 4160.21. PCOs will act independently as an appointed board to conduct diligent inquiries to locate property owners or their heirs, next of kin, or legal representatives property, other than government property, abandoned in their work area is promptly returned to the rightful owners or released to the appropriate PCO.

2.2. All USAF Academy personnel must ensure

2.3. PCOs are responsible for the receiving and/or disposition of the following property categories:

2.3.1. 34 TRW/CC. All articles readily identifiable as cadet property with an exception of athletic items found within HQ USAFA/AH area of responsibility.

2.3.2. HQ USAFA/AH. All articles found within the cadet field house, cadet gymnasium, and cadet athletic grounds.

2.3.3. 10 SVS. Receipt of all abandoned property with real value and motor vehicles after final disposition.

2.3.4. 10 SPS. All found property and abandoned vehicles within the confines of USAF Academy with the above mentioned exceptions.

3. Procedures:

3.1. PCOs will ensure the following procedures are established and implemented:

3.1.1. Have access to DoD Manual 4160.21 and this instruction to effectively administer appropriate accountability and disposition of property.

3.1.2. Establish a lost and found storage area. Send a memorandum identifying a point of contact, location, and building number of the storage area to 10 SPS/SPOI.

3.1.3. PCOs will establish logbooks or data bases and record lost, abandoned, or unclaimed private or government property in the following format:

3.1.3.1. Item Number

- 3.1.3.2. Date Received
- 3.1.3.3. Received From
- 3.1.3.4. Received By (Custodian)
- 3.1.3.5. Description of Property
- 3.1.3.6. Fair Market Value
- 3.1.3.7. Location of Property (Bin No., Shelf No., etc.)
- 3.1.3.8. Date Released
- 3.1.3.9. Disposition

3.2. Ensure a joint inventory of property is accomplished upon a change of the PCO.

3.3. PCOs will hold all unclaimed property valued over \$50 a minimum of 90 days if the owner, heir, next of kin, or legal representative is not identified. Property valued over \$50 will be advertised in the Academy Bulletin or other appropriate mass media prior to disposition action. If the owner, heir, next of kin, or legal representative is identified, hold all unclaimed property 120 days following the day certified or registered mail notice identifying the time and place of the intended sale or disposition of property is sent to individual's last known address.

3.4. Any individual making a claim for a lost item will be required to describe the item in as much detail as possible, (e.g., serial numbers, identifying marks, etc.) to ensure ownership prior to the item being released.

3.5. Toilet articles, cosmetics, used or soiled personal items, undergarments, or property having no value except to the original owner are excluded from having to be retained. These items will be entered into the property logbook and disposed of by the generating activity.

3.6. Before transferring all unclaimed, nonclothing property within established timeframes, PCOs will forward an inventory to 10 SPS/SPOI. The property inventory will identify the item number, complete description, and fair market value. After 10 SPS/SPOI review, the inventory will be presented for approval of disposition by a Board of Officers. The Board of Officers will consist of the NCOIC, Security Police Investigations, and the Security Police Operations Superintendent or higher.

3.7. The generating activity will be responsible for coordinating with Outdoor Recreation (10 SVS/SVRO) for abandoned property, or the Chaplain (10 ABW/HC) for clothing items for the release of property only after receiving written final approval of disposition of property from the Board of Officers

JAMES A. THOMAS III, Lt Col, USAF
Commander, 10th Security Police Squadron